



REPLY TO  
ATTENTION OF

HEADQUARTERS, 95TH DIVISION (INSTITUTIONAL TRAINING)  
5316 SOUTH DOUGLAS BOULEVARD  
OKLAHOMA CITY, OKLAHOMA 73150-9704

S: 26 February 2001 (USARC Form 63-R)  
S: 2 March 2001 (Packets)

AFRC-TOK-PR (140)

25 October 2000

#### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 95th Division (Institutional Training) Lieutenant Colonel Command Assignment Selection Board, 10 March 2001

1. Reference USARC Regulation 140-5, Colonel and Lieutenant Colonel Command Assignment Selection Program.
2. A Lieutenant Colonel Command Assignment Board (LTCCASB) is scheduled for 10 March 2001, at this headquarters. The board will consider the lieutenant colonel command position vacancy or projected vacancy for the unit shown at enclosure 1.
3. The criteria for assignment is at enclosure 2, the packet checklist is at enclosure 3, the packet format for submission is at enclosure 4, and USARC Form 63-R Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet at enclosure 5.
4. Request Major Subordinate Commanders of this Command, other USARC Major Subordinate Command (MSC) Commanders, Army Reserve Personnel Command (AR-PERSCOM: ATTN: ARPC-PSV-BB, Commander, USASOC, and Commanders 9<sup>th</sup> RSC comply with the following:
  - a. Provide a copy of USARC Form 63-R, Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet, at enclosure 5, to each interested applicant and appropriate unit commander (or records custodian) for completion. US Army Reserve Personnel Command (AR-PERSCOM) will review and consolidate all worksheets for Individual Ready Reserve (IRR) and Individual Mobilization Augmentation (IMA) applicants. Worksheets should be forwarded to arrive at this headquarters **NLT 26 February 2001.**
  - b. IRR and IMA officers submit applications to AR-PERSCOM, ATTN: ARPC-OP, 1 Reserve Way, St Louis, MO 63132-5200. AR-PERSCOM will consolidate and mail packets to this headquarters. Officers assigned to a TPU may forward packets directly to this headquarters. Application packets must arrive at this headquarters **NLT 2 March 2001.**

AFRC-TOK-PR

SUBJECT: 95th Division (Institutional Training) Lieutenant Colonel Command Assignment Selection Board, 10 March 2001

5. POC is Mr Jim Ryan, 405-419-8305, 800-427-6995 ext 305, DSN 884-3811/3529 ext 305, Fax 405-419-8341, E-Mail RyanJL@usarc-emh2.army.mil.

FOR THE COMMANDER:

**//ORIGINAL SIGNED//**

Encls  
as

MARK S. KOPSKY  
COL, GS, USAR  
Deputy Chief of Staff,  
Personnel

DISTRIBUTION:  
COMMANDERS

95TH DIVISION (IT) BRIGADES

HHC, 95TH DIVISION (IT)

Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330  
Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200  
Cdr, National AMEDD Augmentation Det (NAAD), 1401 Deshler Street, Ft McPherson, GA 30330  
Cdr, 75<sup>th</sup> Div (EX), 1850 Old Spanish Trail, Houston, TX 77054  
Cdr, 78<sup>th</sup> Div (EX), 91 Truman Dr South, Edison, NJ 08817-2487  
Cdr, 80<sup>th</sup> Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237  
Cdr, 84<sup>th</sup> Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218  
Cdr, 87<sup>th</sup> Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244  
Cdr, 91<sup>st</sup> Div (EX), Bldg 602, Murray Circle, Ft Baker, CA 94965  
Cdr, 98<sup>th</sup> Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609  
Cdr, 100<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205  
Cdr, 104<sup>th</sup> Div (IT), Bldg 987, Vancouver, WA 98661  
Cdr, 108<sup>th</sup> Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205  
Cdr, 63<sup>rd</sup> RSC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720  
Cdr, 70<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 4575 36<sup>th</sup> Avenue West, Seattle, WA 98199  
Cdr, 77<sup>th</sup> RSC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359  
Cdr, 81<sup>st</sup> RSC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209  
Cdr, 88<sup>th</sup> RSC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111  
Cdr, 89<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720  
Cdr, 90<sup>th</sup> RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118  
Cdr, 94<sup>th</sup> RSC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433  
Cdr, 96<sup>th</sup> RSC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113  
Cdr, 99<sup>th</sup> RSC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071  
Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000  
Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000  
Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000  
Cdr, US Civil Affairs & Psychological Operation Command, Ardenenes Street, Ft Bragg, NC 28307  
Cdr, ARRTC, ATTN: AFRC-RTC-AG, Bldg 50 Ft McCoy, WI 54656-5000  
Cdr, 19<sup>th</sup> TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315  
Cdr, 377<sup>th</sup> TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

**95<sup>th</sup> DIVISION (IT) LIEUTENANT COLONEL COMMAND VACANCY LIST  
MARCH 2001**

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<b><u>UNIT</u></b>	<b><u>LOCATION</u></b>	<b><u>BRANCH</u></b>	<b><u>AOC</u></b>	<b><u>FILL DATE</u></b>
<b>9/95/4</b>	<b>DES MOINES, IA</b>	<b>IM</b>	<b>01A</b>	<b>UPON SELECTION</b>

**REMARKS: Total Army School System (TASS) authorized 187 instructors responsible for teaching Quartermaster MOSs and BNCOC/ANCOC Phase II specific for soldiers in the 9 state Region F. Authorized strength 203.**

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**Enclosure 1**

## CRITERIA FOR ASSIGNMENT CONSIDERATION TO LIEUTENANT COLONEL COMMAND POSITIONS

1. Be a member of the US Army Reserve and assigned to a USAR Troop Program Unit, USAR Control Group (Annual Training), USAR Control Group (Reinforcement) or the USAR Control (IMA). An officer assigned to the USAR Control Group (Active Guard Reserve), if otherwise eligible, may also apply for a position vacancy if he/she is scheduled to leave full-time active duty in sufficient time to assume command of the unit on the announced vacancy date.
2. Be in the rank of lieutenant colonel (not in a promotable status to colonel) or in the rank of major with a minimum of three (3) years in grade as of the end of the month and year in which the board convenes.
2. Have a Mandatory Removal Date (MRD) not less than three (3) years from projected vacancy date. The convening authority may waive this requirement.
3. Undergraduate degree is desirable.
4. Must be qualified in the basic branch of the unit prior to assuming command. Qualified is defined as having completed the appropriate branch officer advanced course or having been designated the applicable Area of Concentration (AOC) based on experience in previous branch assignments. The convening authority may waive this requirement except for AMEDD and JAGC positions.
5. Must be a graduate of the Command and General Staff Officer Course or the equivalent, except for Army Medical Department officers other than Medical Service Corps AOC 67-series. The convening authority may waive this requirement.
6. Officers age 40 and over must have been cardiovascular screened and if cleared, must have passed the Army Physical Fitness Test (APFT) within the past twelve (12) months of the position vacancy date. Must be physically qualified to command troops in a field/combat environment and be physically able to mobilize with assigned unit.
7. Must meet the height and weight standards of AR 600-9, The Army Weight Control Program.

95TH DIVISION (INSTITUTIONAL TRAINING)  
LIEUTENANT COLONEL COMMAND  
BOARD CONSIDERATION CHECKLIST

1. Official photograph taken in accordance with AR 640-30, Photographs for Military Personnel Files. The reverse side of the photograph must include the date taken, social security number (SSN), current height/weight and officer's unit of assignment and signature..... ☐
2. Biographical Summary prepared in accordance with Figure A-1..... ☐
3. DA Form 2B, updated and signed. .... ☐
4. DA Form 2-1, updated, will include the following statement: "I have verified each item of information on this form to be correct and true." signature and date signed. This statement is to be entered in Section V, Block 27 of the DA Form 2-1. \*..... ☐
5. A copy of the last three (3) Officer Evaluation Report (OER)..... ☐
6. Commander's Statement (Figure A-2)..... ☐
7. Mileage Statement (Figure A-3)..... ☐
8. Statement of Understanding Reference Unit Vacancy Promotion Consideration, if applicable (Figure A-4)..... ☐
9. Officer is in compliance with the Weight Standards of AR 600-9. Officer exceeds the screening table weight but meet body fat standards. A certified copy of the DA Form 5500/5501, not less than 6 months old as of the day in which the board convenes, is enclosed..... ☐
10. DA Form 705, Record of APFT. Documentation to substantiate cause if APFT not taken due to medical reasons. If an alternate APFT has been administered, a copy of the profile must be included..... ☐

\* Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) officers should contact the appropriate Personnel Management Office (PMO) at AR-PERSCOM to obtain a copy of DA Form 4037, Officer Record Brief (ORB) in lieu of DA Form 2-1 and DA Form 2B.

Enclosure 3

# PACKET FORMAT

**The USARC FORM 63-R Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet will be stapled to the left side (inside) of the packet.**

## LABEL

1	2	3
4	5	

1. Rank
4. SSN

2. L Name, F Name MI
3. MUSARC
5. Branch

## INSIDE THE PACKET

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DOCUMENTS WILL BE IN A MANILA FOLDER ARRANGED AS FOLLOW WITH THE FIRST ITEM SHOWN ON TOP. FASTEN WITH ECO FASTENER

### **STAPLED TO THE LEFT SIDE(INSIDE)**

1. USARC Form 63-R

### **FASTENED TO THE RIGHT SIDE**

1. Photograph
2. Biographical Summary
3. 2B (SIDPERS-PQR) or ORB
4. DA Form 2-1
5. Last 3 OERs
6. Commanders Stmt
7. Mileage Stmt (If applicable)
8. Stmt of Understanding  
(If applicable)
9. DA Form 5500/5501  
(If applicable)
10. DA Form 705

JEFFERSON, Thomas Edward, 000-00-0000

Colonel, Infantry, USAR

Date and Place of Birth: 4 July 1938, Jefferson, Iowa

Mandatory Removal Date: 15 March 1993

Home Address: 1700 W. Shirley Road, North Potomac, Maryland 20878

Home Phone Number: (123) 451-6789

Present Military Assignment: AR-PERSCOM, Control Group (Individual Mobilization Augmentee)

Civilian Occupation: Executive Vice President, DFS Corporation

Business Phone Number: (234) 567-8901

Enlisted Service:

RA 20 January 1958 - 9 September 1960

Source and Date of Commission or Appointment

ROTC, 15 March 1962 (Distinguished Graduate)

Total Years of Commissioned Service): (Active Duty and Active Reserve

Over 27 years

Total Years of Service

Over 31 years

<u>Military Education: (Show Resident or Nonresident)</u>	<u>Year Completed</u>
Infantry School, Officer Basic Course (Resident)	1971
Quartermaster School, Officer Advanced Course (Nonresident)	1975
Command & General Staff College (Nonresident)	1980
National Defense University, National Security Management Course (Nonresident)	1985
Army War College (Nonresident)	Enrolled

<u>Educational Degrees: (School, city, date, degree, major, date)</u>	<u>Year Received</u>
University of Iowa, Iowa City, Iowa B.A. (Political Science)	1971
Antioch School of Law, Washington, D.C. J.D.	1985

*Figure A-1 Biographical Summary*

Decorations, Service Medals, and Badges (List by Precedence)

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

Army Reserve Components Achievement Medal with Two Oak Leaf Clusters

National Defense Medal

Vietnam Service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

Chronological List of Appointments:

2LT	USAR	7 Jun 62
1LT	AUS	23 Apr 64
CPT	USAR	20 Oct 64
MAJ	USAR	12 Mar 76
LTC	USAR	11 Mar 83
COL	USAR	10 Mar 88

Chronological Record of Duty Assignments

From To

(By category in chronological order without abbreviations) (Use OER dates)

ACTIVE DUTY (Show casual status and non-rated periods)

Student, Engineer School, Fort Belvoir.....	Jun 62	Feb 63
Casual Status.....	Feb 63	Mar 63
Platoon leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment - Vietnam.....	Apr 63	Dec 64

USAR - Not on Active Duty

Control Group (Annual Training).....	Jan 65	Aug 65
Student, USAR Schools.....	Sep 65	Feb 67
Control Group (Reinforcement).....	Feb 67	May 67

ARNG - Not on Active Duty

Assistant S-4, 1st Battle Group - OH (show state).....	Jun 67	Sep 70
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USAR - Not on Active Duty

Plans & Policy Officer (IMA), Fort Huachuca, AZ.....	Oct 70	Jan 74
Plans & Policy Officer, 103rd Corps Support Command, Des Moines, IA .....	Jan 74	Feb 79
Executive Officer, 3rd Battalion, 75th Field Artillery.....	Aug 79	Aug 82

USAR - AGR

Personnel Management Officer, Engineer Branch, OMPD, RCPAC, Saint Louis, Missouri.....	Aug 82	Oct 86
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*Figure A-1 Biographical Summary*

JEFFERSON, Thomas Edward, 000-00-0000

As of 1 January 1996

Staff Officer, Personnel Division, Office of the Chief, Army Reserve, Washington, D.C.....	Oct 86	Mar 88
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USAR - Not on Active Duty

Engineer Staff Officer (IMA), Office of the Chief of Engineers,

Washington, D.C.....Mar 88      Present



PLACE ADDENDUM ON A SEPARATE PAGE

JEFFERSON, Thomas Edward, 000-00-0000

As of 1 January 1996

Civilian Occupation: Executive Vice President, DFS Corporation, Gaithersburg, Maryland

Nature, Scope and Extent of Responsibilities:

Has overall responsibility for design, construction and marketing a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three locations. Annual operating budget for 1990 is in excess of \$9 million. Position requires world wide travel to customer location.

SIGNATURE AND DATE

*Figure A-1 Biographical Summary*

## COMMANDER'S STATEMENT

Name of Officer: \_\_\_\_\_  
(Last, First, MI)

Date of last physical: \_\_\_\_\_

Completion of last Army Physical Fitness Test (APFT):

Date: \_\_\_\_\_ Passed Fail  
(Select one)

If an alternate APFT was administered a copy of the profile is attached YES NO  
(Select one)

Documentation to substantiate cause if APFT not taken due to medical reasons is attached  
YES NO  
(Select one)

Age: \_\_\_\_\_ Current Height: \_\_\_\_\_ Current Weight: \_\_\_\_\_

Weight Standards in accordance with AR 600-9: \_\_\_\_\_

Officer exceeds the screening table weight but meets body fat standards. A certified copy of the DA Form 5500/5501, not less than 6 months old as of the day in which the board convenes is enclosed  
YES NO  
(Select one)

I certify that I have personally verified all information contained herein.

\_\_\_\_\_  
\*Signature of Officer's Immediate Commander

\_\_\_\_\_  
Typed Name, Grade, and Duty Title

\_\_\_\_\_  
Date

\* May be signed by commanders representative, if commander not available.

*Figure A-2 Commander's Statement*

## MILEAGE STATEMENT

1. Mileage from my home address, \_\_\_\_\_  
(Fill in address)

to the Battalion Commander Position being considered for is:

Approximately \_\_\_\_\_miles. If selected for assignment, method of travel will

be by\_\_\_\_\_.

I will be available to participate in all administrative and MUTA drills, regardless of distance.

I may be reached at the following telephone numbers:

Business Hours: \_\_\_\_\_

Home Telephone : \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name, Grade and SSN

\_\_\_\_\_  
Date

*Figure A-3 Mileage Statement*

## STATEMENT OF UNDERSTANDING

1. I understand that the position for which I am applying requires a rank above the rank which I hold. I am not currently on an approved promotion recommendation list.
2. I understand that if selected for a command position for which I have applied, and I am not selected for promotion by a Unit Vacancy Promotion Board for which I am eligible, I will be removed from that command position.

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Signature

---

Date

*Figure A-4 Statement of Understanding*

# COLONEL / LIEUTENANT COLONEL COMMAND ASSIGNMENT SELECTION BOARD WORKSHEET

(USARC Reg 140-5; the proponent agency is DCSPER)

## PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10, U.S. Code Annotated, Sections 3012 and 3013. **PRINCIPAL PURPOSE:** To provide information essential to select candidates to fill U.S. Army Reserve position vacancies in the ranks of Lieutenant Colonel and Colonel. **ROUTINE USES:** To provide selection board members with a synopsis of pertinent qualifications and to compile the list of Official Military Personnel Folders that the board will require. **EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Furnishing this information is voluntary, but failure to do so may delay or prevent assignment of the respondent to a command position in the rank of Lieutenant Colonel or Colonel.

## Part I. INDIVIDUAL OFFICER COMPLETE

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last, First, MI)

\* RANK: \_\_\_\_\_ DOR: \_\_\_\_\_ BR & AOC: \_\_\_\_\_ MRD: \_\_\_\_\_ AGE: \_\_\_\_\_

CURRENT DUTY ASSIGNMENT: \_\_\_\_\_  
(Title, Unit, MUSARC/ARR/IMA)

Mileage from my home address to the positions/locations is listed below. I will be available to participate in all administrative and Multiple Unit Training Assemblies (MUTA), regardless of distance.

(USARC/MUSARC  
USE ONLY)

POSITION	LOCATION	MUSARC/MS	MILEAGE	MODE OF TRANS	BR & AOC	YES	NO
1. _____						<input type="checkbox"/>	<input type="checkbox"/>
2. _____						<input type="checkbox"/>	<input type="checkbox"/>
3. _____						<input type="checkbox"/>	<input type="checkbox"/>
4. _____						<input type="checkbox"/>	<input type="checkbox"/>
5. _____						<input type="checkbox"/>	<input type="checkbox"/>
6. _____						<input type="checkbox"/>	<input type="checkbox"/>

HOME ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE #: \_\_\_\_\_ HOME TELEPHONE #: \_\_\_\_\_

(SIGNATURE/DATE)

\* Do not include "(P)" unless you are currently listed on a promotion selection list.

## Part II. UNIT COMMANDER COMPLETE

(or records custodian if unit commander applying or unavailable)

DATE LAST PHYSICAL EXAM: \_\_\_\_\_ PULSES: \_\_\_\_\_

DATE LAST APFT: \_\_\_\_\_ (Check one) ☐ PASS ☐ FAIL ☐ PROFILE (Enter date) \_\_\_\_\_

CURRENT HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ MAX ALLOWABLE WEIGHT IAW AR 600-9: \_\_\_\_\_

IF STANDARD EXCEEDED, DA FORM 5500-R (MALE)/5501-R (FEMALE) ATTACHED: (Check one) ☐ YES ☐ NO

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION CONTAINED HEREIN:

(SIGNATURE/DATE)

(TYPED NAME/GRADE/TITLE)

## Part III. USARC/MUSARC USE ONLY

HIGHEST MILITARY EDUCATION: \_\_\_\_\_ HIGHEST CIVILIAN EDUCATION: \_\_\_\_\_

\*\* PREVIOUS COMMAND EXPERIENCE: \_\_\_\_\_

DISQUALIFYING MEDICAL CONDITIONS: \_\_\_\_\_

REMARKS: \_\_\_\_\_